

**FULFILLMENT OF FORMAL REQUIREMENTS**

possession of professional title of Master, Master of Engineering or an equivalent qualification	scientific achievements required under the Act (article(s) / publications)
a doctoral thesis fulfilling the requirements of the Act	learning outcomes for qualifications at Level 8 of the Polish Qualifications Framework (PRK)
proficiency in a foreign language at a minimum B2 level	requirements specified by the doctoral-awarding entity

**1.**
**APPLICATION TO INITIATE PROCEEDINGS**
**CANDIDATE**
**INSTITUTE**

Submission of documentation

**What the candidate does**

prepares an application to initiate proceedings for the award of the doctoral degree ([Appendix 5](#)) together with the attachments. Attaches:

- a copy of a document confirming the possession of the professional title of Master, Master of Engineering or an equivalent title, or of a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, entitling the holder to apply for the doctoral degree in the country whose higher education system includes the higher education institution that issued it, unless the candidate meets the conditions specified in Article 186(2) of the Act; and, in the case of a nostrified diploma, a copy of the certificate together with a copy of the diploma or a transcript thereof, certified as true copies of the original;
- information on at least one of the candidate's publications meeting the requirements set out in Article 186(1)(2)(a) or (b) of the Act, and, where applicable, information on other publications
- a doctoral thesis (the title page of the doctoral thesis shall be prepared in accordance with the template set out in [Appendix 6](#));
  - four hard copies of the doctoral thesis, printed double-sided,
  - and one reduced-size copy intended for the Archives of the ICSC PAS (i.e. printed double-sided, with two pages of the thesis on one side of an A4 sheet, bound)
  - together with a copy stored on a digital data storage medium.
- where the doctoral thesis consists of a collection of published and thematically related scientific articles:
  - the candidate shall submit, for each scientific article included in the collection, a statement specifying the candidate's individual and precisely defined contribution to the authorship of that article, together with statements from all co-authors describing the individual contributions of each co-author to its preparation. The candidate shall be exempt from the obligation to submit a statement in the event of a co-author's death, a judicial declaration of death, or a permanent health impairment preventing the required statement from being obtained.
- an abstract in English, and, where the doctoral thesis has been prepared in a foreign language, also an abstract in Polish. The abstract should begin with information identifying the author, i.e., full name and the title of the doctoral thesis.
- a positive opinion from the supervisor or supervisors regarding the doctoral thesis, confirming that the requirements set out in Article 187(1)-(3) of the Act have been fulfilled;
- a statement that the submitted doctoral thesis is not the subject of any other proceedings for the award of the doctoral degree ([Appendix 7](#));
- a statement that the submitted doctoral thesis has not been the subject of any other proceedings for the award of the doctoral degree or any doctoral procedure, in accordance with Form A set out in [Appendix 8](#). If the candidate has previously applied for the award of the doctoral degree, Form B or Form C from Appendix 8 shall be attached, as appropriate, depending on the manner in which the proceedings or doctoral procedure were concluded;
- information as to whether the subject matter of the doctoral thesis is covered by legally protected confidentiality; (if applicable, attached as [Appendix 11](#))
- a certificate issued by the doctoral school confirming completion of education at the doctoral school (where the doctoral thesis was prepared during doctoral school education)
- a report approved by the supervisor, confirming that the written doctoral thesis has been checked using the Unified Anti-Plagiarism System (JSA), together with the supervisor's assessment as to whether the doctoral thesis constitutes an original work;
  - where more than one supervisor has been appointed in the proceedings for the award of the doctoral degree, the duties shall be performed by one of the supervisors authorised by the others. Such authorisation should, in the first instance, be granted to the supervisor who is employed by the ICSC PAS. In such a case, the written authorisations shall be attached to the signed report on the examination of the doctoral thesis using the JSA;

## 2.

### FORMAL ASSESSMENT

#### DIRECTOR

#### VERIFICATION / COMPLETION OF THE DOCUMENTATION

- a statement ([Appendix 9](#)), confirming that the electronic version of the doctoral thesis attached to the application is identical to the version covered by the report generated by JSA and to the attached hard copy of the thesis;
- a personal questionnaire ([Appendix 2](#));
- an academic CV containing a list of academic achievements;
- a description of the doctoral thesis ([Appendix 10](#));
- where applicable, in the case of a thesis subject to a confidentiality clause, an electronic version of the thesis may be attached with the confidential parts of the text redacted;

The application and all declarations and authorisations shall be signed. The signature may be handwritten or electronic.

The application, together with its appendices, shall be submitted:

- in person to the Secretariat of ICSC PAS (recommended)
- it may be submitted electronically, with the exception of hard copy versions of the doctoral thesis

#### What the Institute does

The Secretariat receives the documents:

- conducts a preliminary review of the submitted application for formal correctness.

## 3.

### APPOINTMENT OF REVIEWERS AND COMMITTEES

#### SCIENTIFIC COUNCIL

#### ORGANIZATION OF THE PROCEEDINGS

resolutions of the Scientific Council

#### What the candidate does

shall rectify any formal deficiencies in the documentation within 30 days of receiving a request to supplement it.

#### What the Institute does

- The Director checks whether the submitted documentation is complete:
  - Formal deficiencies:
    - The Director requests the applicant to complete the documentation
    - If the documentation is not completed within the specified deadline, the application shall not be considered
  - A complete application (including all required documents)
    - the application, together with the doctoral dissertation and accompanying documents, shall be forwarded to the Standing Committee of the Scientific Council
- shall inform the candidate of the date of the Scientific Council meeting at which the candidate may deliver a 15-minute presentation

#### What the candidate does

- At the meeting of the Scientific Council at which the proceedings for the award of the doctoral degree to the candidate are to be considered for the first time, the candidate shall present, in the form of a 15-minute presentation, the main assumptions and results of the doctoral thesis and, where the doctoral thesis constitutes an individual contribution to a collective work, also a description of the candidate's individual contribution to the publications produced as part of the doctoral work.

#### What the Scientific Council does

by resolution, appoint the following:

- *\*an Examination Committee to conduct the doctoral examination (5 members of the Scientific Council, including the chair of the committee, exclusively persons holding the title of professor or the degree of doctor habilitated ):*
- Doctoral Committee:
  - five members of the Scientific Council, including the chair of the committee (exclusively persons holding the title of professor or the degree of doctor habilitated, *\*members of the examination committee*)
  - three reviewers:
    - selected from persons other than the employees of the Institute or the employees of a unit by which the candidate is employed,
    - who have made significant contributions to the scientific field to which the doctoral thesis relates,
    - impartial

4.

## REVIEWS OF THE DOCTORAL THESIS

### REVIEWERS

### EVALUATION OF THE DOCTORAL THESIS

the reviews shall be prepared within 2 months from the date of receipt of the doctoral thesis

The Director shall send the candidate information on the resolutions adopted by the Scientific Council.

*\* For persons applying for the award of a doctoral degree who have prepared their doctoral dissertation within the doctoral training programme at the doctoral school run by the Institute, and whose mid-term evaluation was conducted before the entry into force of these Regulations, an examination committee and a doctoral committee shall be appointed in accordance with § 11(1) and (2), and the doctoral examination shall be conducted.*

### What the candidate does

awaits the completion of the doctoral thesis review process

### What the reviewers do

- They prepare reviews containing an assessment of whether the requirements specified in Article 187(1)–(3) of the Act are fulfilled (in the discipline of chemical sciences)
- where the doctoral thesis is an independent and separate part of a collective work, it shall also include an assessment of the candidate's individual contribution to its preparation
- a positive or negative evaluation
- they take into account the "rules for awarding distinctions to doctoral theses" in accordance with a separate resolution of the Scientific Council

The review shall be submitted either in hard copy bearing a handwritten signature together with a copy stored on a digital data storage medium, or in electronic form bearing an electronic signature.

The Director verifies the correctness of the prepared reviews.

5.

## \* DOCTORAL EXAMINATION

### CANDIDATE

### EXAMINATION COMMITTEE

within 8 weeks from the receipt of the final review

### What the candidate does \*

shall take the doctoral examination in the primary discipline

### What the Examination Committee does

- Where at least two reviews are positive, the examination in the primary discipline shall be conducted
  - A positive result allows admission to the defence
  - A negative result may result in a rescheduled examination or termination of the procedure

*\* For persons applying for the award of a doctoral degree who have prepared their doctoral thesis within the doctoral training programme at the doctoral school run by the Institute, and whose mid-term evaluation was conducted before the entry into force of these Regulations, the doctoral examination shall be conducted.*

6.

## ADMISSION TO THE DEFENCE

### DOCTORAL COMMITTEE

after receipt of the reviews and the examination result

### What the candidate does

shall await the committee's resolution

### What the Doctoral Committee does

- analyses the doctoral thesis, the supervisor(s)' opinion(s), and the reviews (at least two positive ones)
- *\*takes into account the result of the doctoral examination*
- adopts a resolution on admission to the public defence
- no earlier than 30 days after the resolution, sets the date, place, and mode of the defence (open or closed meeting)

The Institute publishes the required documents in the Public Information Bulletin (BIP) ICSC PAS:

- the doctoral thesis, its summaries, and reviews no later than 30 days before the scheduled date of the doctoral defence
- information on the date, place, and mode of the defence no later than 10 days before the scheduled date of the doctoral defence

or

## 7.

### DEFENCE OF THE DOCTORAL THESIS

#### CANDIDATE

#### DOCTORAL COMMITTEE

- at least two reviewers shall participate in the defence,

- where one of the reviews is negative, all reviewers of the doctoral thesis shall participate in the defence

- In the event that the doctoral thesis is not accepted and is not admitted to the defence, the Doctoral Committee shall present the matter, together with its justification, at the next meeting of the Scientific Council, which shall adopt a resolution on the matter..

In the case of at least two negative reviews, shall submit a motion to the Scientific Council of ICSC PAS to adopt a resolution refusing admission to the defence.

The candidate may lodge an appeal against the decision refusing admission to the doctoral defence with the Council for Scientific Excellence (RDN) within 7 days of receiving the resolution of the Scientific Council of ICSC PAS.

#### What the candidate does

- presents the main assumptions and results of the doctoral thesis (dissertation summary)
- responds to questions raised by the reviewers and participants in the discussion

#### What the Doctoral Committee does

The Chair of the Doctoral Committee presides over the meeting of the Doctoral Committee:

- opening of the defence meeting
  - presentation of the candidate's scientific profile
  - the candidate presents the main assumptions and results of the doctoral thesis (dissertation summary)
  - the reviewers present their reviews (if a reviewer is absent, the Chair of the Committee shall order the review to be read aloud)
  - the candidate responds to the reviews
  - the discussion, during which all participants attending the meeting may take the floor
- after the defence, deliberates in a closed session, during which:
    - accepts the defence and adopts a resolution to submit to the Scientific Council a motion for the award of the doctoral degree
    - does not accept the defence and adopts a resolution to submit to the Scientific Council a motion for refusal to award the doctoral degree
  - prepares the minutes of the Doctoral Committee meeting (Appendix 13)
  - shall inform the participants of the defence of the outcome of the closed-session deliberations

## 8.

### AWARD OR REFUSAL TO AWARD THE DOCTORAL DEGREE

#### SCIENTIFIC COUNCIL

#### FINAL RESOLUTION

conclusion of the proceedings

#### What the candidate does

- awaits the resolution of the Scientific Council of ICSC PAS
- in the event of a decision refusing to award the doctoral degree, the candidate is entitled to appeal to the Council for Scientific Excellence (RDN) under the provisions of the Act

#### What the Scientific Council / Doctoral Committee does

- The Chair of the Doctoral Committee presents the Committee's motion at the meeting of the Scientific Council of ICSC PAS
- The Scientific Council adopts a resolution on:
  - **the award of the doctoral degree**
  - or refusal to award the doctoral degree.
- The Scientific Council may adopt a resolution awarding a distinction to a doctoral thesis
- The Director informs the candidate of the adopted decision

APPEAL

CANDIDATE

SCIENTIFIC COUNCIL

### What the candidate does

In the event of a decision refusing to award the doctoral degree, the candidate is entitled to appeal

- within 30 days from the date of service of the decision
- to the Council for Scientific Excellence (RDN), via the Scientific Council of ICSC PAS

### What the Scientific Council does

- The Scientific Council shall forward the appeal to the Council of Scientific Excellence (RDN), together with its opinion and the case files, within 3 months from the date of submission of the appeal

After considering the appeal, the Council of Scientific Excellence (RDN) shall, within a period not exceeding 6 months:

- annuls the contested decision and remits the case for reconsideration to the Scientific Council of ICSC PAS or another doctoral-awarding entity
- upholds the contested decision

In the event of non-admission to the doctoral defence or a decision refusing to award the doctoral degree, the same doctoral thesis may not serve as the basis for reapplying for the award of the doctoral degree

### THE MOST IMPORTANT FEATURES OF THE PROCEDURE AT ICSC PAN

- the doctoral thesis may take the form of a monograph or a collection of publications; in the case of a publication-based thesis, the regulations require at least three articles and the candidate's leading contribution in at least two publications
- The regulations allow a doctoral thesis to be subject to a confidentiality clause
- before the first consideration of the case, the candidate presents a 15-minute presentation at a meeting of the Scientific Council

Prepared on the basis of the "Regulamin przeprowadzania postępowania w sprawie nadania stopnia naukowego doktora przez Instytut Katalizy i Fizykochemii Powierzchni im. Jerzego Habera PAN", resolution of 12 March 2026. This document is for informational purposes only and constitutes a summary of the procedure; in formal matters, the binding provisions are those of the Resolution, the Act, and relevant internal regulations.